Microsoft Outlook 2011 (for Mac) Configuration Instructions

1. Open Outlook for Mac 2011; if this is the first time you’ve set the program up it will ask you to add an account. If it does not then go to Tools > Accounts.
   a. If this is your first account in Outlook 2011, click Exchange Account under Add an Account.
   b. If you have previously created an e-mail account for a different e-mail address, in the lower-left corner of Accounts, click +, and then select Exchange.

2. Type your UNO email address in the E-mail address field e.g jsmith@unomaha.edu.

3. Make sure User Name and Password is selected in the Method drop down menu.

4. In the User Name field, type your complete e-mail address again.

5. Type your NET ID username password in the Password field. (If you do not remember your NET ID password reset it at http://password.unomaha.edu.)

6. Make sure Configure Automatically is selected, and then click Add Account.

7. Outlook will continue by performing an online search to find your e-mail server settings. A message will pop up warning you that Outlook is redirecting to a server. Check Always use my response for this server, and then click Allow.

8. You should now see your account in the left pane of the Accounts dialog box. Close the Accounts dialog box.

If Outlook 2011 is not able to automatically setup your account, wait a few minutes and repeat these steps. If it still can’t setup your account, contact the IS Technical Support desk at 402-554-4357.